

Job Description

Position Title: Instructional Paraprofessional – Library

Location: Liberty Middle School

Department: Paraprofessionals

Reports To: Building Principal

Term: Ongoing 182-day position following school calendar

Schedule: Mon-Fri Approx. 7.5 hrs./day

Salary: Position follows the [Classified Salary Schedule 2025-2026](#) at A125. Starting salary begins at \$17.25-\$18.90/hour, based on experience.

Date of last review: August 2025

SUMMARY: Library Paraprofessionals work under the supervision of the Library Media Specialist to provide support to learners in the library as well as other clerical duties.

To Apply: Please complete the application and include three references.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty and requirement satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required for the role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned)*

Collaboration:

- Assists the Library Media Specialist by providing additional support to learners to find books and engage in library activities.
- Develops positive, effective working relationships with learners and staff.

Communication:

- Provides information to learners, staff, and administration by answering questions and requests.
- Reinforces lessons presented by the Library Media Specialist by reviewing material(s) with learners one-on-one or in small groups.
- Utilizes technological tools to communicate and to record and report data.
- Provides orientation for new learners on the policies, procedures, and organization of the library.
- Connects and shares ideas through appropriate/applicable formats to express thoughts and ideas with integrity.

Compassion:

- Maintains a courteous, respectful, and fair manner.
- Understands the complexities of cultural and global issues and how they relate to employee and learners' experiences.
- Partners with others to resolve potential controversy and conflict through respectful discussion.
- Proactively seeks to understand the ideas, opinions, and skills of others.

Creativity:

- Prepares book displays and bulletin boards.
- Curates creative learning plans to meet learner needs across varying levels of academic proficiencies.
- Connects with team members and shares ideas in an effort to improve the overall learner and employee experience.

Critical Thinking:

- Partners with Library Media Specialist to organize books, digital databases, and other resources.
- Identifies, integrates, and utilizes appropriate technological tools into work production.
- Reasons, interprets, and analyzes information to generate new knowledge and understanding.

Reflection:

- Accepts and responds constructive coaching feedback.
- Maintains communication with supervisor and director regarding general feedback, career advancement opportunities, and areas of growth opportunities.

Resilience:

- Works independently and showcases flexibility by adapting to shifting work priorities.
- Maintains composure while dealing with stressful situations.
- Proactively seeks out resolutions and takes initiative to resolve knowledge gaps.

Responsibility:

- Enforces library rules to help teach learners appropriate behaviors (CHAMPS).
- Shelves books/reads shelves.
- Carries out library circulation tasks.
- Monitors overdue books and confers with learners regarding overdue books and charges.
- Assists with book fairs and fundraisers.
- Assists with library and book inventory processes.
- Assists in library weeding process.
- Processes periodicals.
- Supervises learners in class, between classes, and during lunch and recess on occasion.
- Performs duties in an organized and punctual manner.
- Assists learners and staff with technological tools.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the essential duties and responsibilities of this role, the employee is regularly required to reach with hands and arms.
- While performing the essential duties and responsibilities of this role, the employee is regularly required to stand, walk, bend, talk, and hear.



- The specific vision abilities required for this role include close and peripheral vision.
- The employee may be required to lift up to ~30 pounds.
- While performing the essential responsibilities of this role, the employee may regularly be required to climb a stepladder and push/pull a heavy cart.
- The employee must work with the public and various WFPS staff while simultaneously managing several competing demands.
- The employee will work in an environment that has a quiet to loud noise level.

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or General Education Degree (GED).
- Prior experience working in a library is preferred.
- Prior experience working with middle school-aged learners is preferred.
- General computer skills.

LANGUAGE SKILLS:

- Ability to read, write, and comprehend simple instructions and short correspondences in the English language.
- Ability to communicate effectively verbally, expressively, and reactively.

OTHER SKILLS AND ABILITIES:

- Exercise confidentiality, discretion, and good judgement.
- Adhere to the assigned work schedule by maintaining regular and punctual attendance.
- Ability to organize/sort material alphabetically and/or numerically.
- Ability to understand and implement basic school sponsored technical resources.
- Ability to provide instruction to learners and staff for operating and troubleshooting school sponsored technical resources.

SUPERVISORY RESPONSIBILITIES:

- None.